

Town of Embden
Alternate/Deputy Code Enforcement Officer
Job Description

Nature of work: Work involves skilled activities in the inspection and enforcement of building, housing, plumbing, environmental and related codes pursuant to State and Local Zoning and Subdivision Ordinances.

Supervision Received: This is an appointed position. Work is performed under the direction of the Selectmen. As a deputy, work is only performed when the Code Enforcement Officer is not available.

Essential Duties and Responsibilities:

- Inspects construction work of new and existing structures to determine compliance with codes.
- Inspects housing units to insure compliance with minimum standards for safety and health.
- Prepares accurate inspection reports which summarize general conditions.
- Performs site reviews and describes proper corrective action if needed. In most cases, informal hearing is held with owner/contractor to make them aware of problem.
- Maintains active and accurate development plans, indexes and individual case files.
- Makes permanent records in the field relative to the information necessary to establish a value for rehabilitation.
- Attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly (*every two months minimum in the absence of the Code Enforcement Officer*).
- Establishes and posts Planning Board agendas and performs related work as required.

Requirements of Work:

- Knowledge of all types of building construction, materials, methods and stages in construction.
- Knowledge of methods and techniques of inspection and checking plans and blueprint specifications.
- Considerable knowledge of state and local zoning ordinance provisions and ability to interpret same.
- Utilization of the Manual for Local Code Enforcement Officers. A copy is available at the Town Office.
- Ability to maintain records and prepare reports.
- Ability to recognize codes violations and to take appropriate enforcement action.
- Ability to communicate effectively, orally and in writing, and the ability to follow thru on jobs to their completion.
- Ability to complete difficult inspection work and the ability to work in all types of adverse weather conditions.
- Ability to perform various inspections on a variety of existing and new structures in all stages of construction.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to establish effective working relationships with owners, contractors, tenants, property managers and other Town officials under adverse or strained conditions.

Training and Experience Required: Experience in building construction and inspection work. Considerable knowledge of planning and zoning principles, legal interpretation, methods of construction and technical code interpretation.

Necessary Special Requirements:

- If not already, within twelve (12) months, must have successfully obtained State Certification for a Code Enforcement Officer.
- Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.